



Job Opportunity: Digital Pedagogy Fellow for City Tech's OpenLab

We seek a current CUNY graduate student to join our enthusiastic team of educators and technologists as a part-time Digital Pedagogy Fellow with the OpenLab.

City Tech's OpenLab (<https://openlab.citytech.cuny.edu/>) is an innovative open digital platform for students, faculty, and staff at New York City College of Technology, CUNY. Built using the open source blogging and social networking software WordPress and BuddyPress, the OpenLab supports teaching and learning, enables connection and collaboration, and strengthens the intellectual and social life of the college. The project is driven by a community-focused ethos, flexible infrastructure, and commitment to openness, and is proud to partner with many initiatives across campus (e.g., First Year Learning Communities, General Education, Open Education Resources) and CUNY. Since its launch in Fall 2011, the OpenLab has helped to foster openness and experimentation, supporting a growing community, now 20,000+ members strong.

Digital Pedagogy Fellow responsibilities include:

Professional Development

- develop and lead workshops, seminars, and class visits
- hold office hours for faculty, staff, and student members with varying experience with technology
- teach members about blogging, best practices for developing content, how to incorporate technology in the classroom, and what it means to have an online presence

Support for the OpenLab Community

- maintain an active presence on the site and provide assistance to members as needed
- create help documentation
- test new features and fixes, and provide feedback on site functionality

Project Development

- participate in weekly OpenLab team meetings (both in-person and via webconference)
- work according to a schedule and on an as-needed basis, both on campus and remotely
- represent the OpenLab team on campus and in external venues

Ideal candidates will possess the following qualifications:

- familiarity with the OpenLab or other WordPress/BuddyPress installations, such as the CUNY Academic Commons
- expertise in digital pedagogy
- experience with developing and leading workshops for a variety of users
- strong organizational skills and attention to detail
- a willingness to work collaboratively with a team
- communications skills for responding to support requests with speed, empathy, and creativity
- good understanding of socially networked online spaces and a variety of digital tools
- knowledge of information architecture, usability, and the user experience
- the ability to create visually attractive, informative, and well-written blog posts, help documentation, and screencasts

Experience with WordPress is essential, and experience with the following tools is desired:

- BuddyPress
- common web and social media applications (e.g., Twitter, Flickr, YouTube)
- bug-tracking software (e.g., Redmine)
- multimedia (e.g., photos, videos, podcasts)

Hours and Pay: This is a year-round position paid via the Research Foundation of CUNY, 12 hours a week, \$25/hour, with annual increases and paid vacation time.

Start Date: Position start date around June 1, 2017 with limited weekly hours over summer, then 12 hrs/week from around August 1, 2017.

Deadline: Applications should be submitted by Wednesday, May 17, 2017 by noon (12pm), with interviews beginning shortly thereafter.

Application: To apply, please submit a cover letter, CV, and representative samples of your digital work to OpenLab Co-Director Jill Belli (jbelli@citytech.cuny.edu). Please note your anticipated graduation date, and any current employment within the CUNY system or for the Research Foundation of CUNY.